



APPLICATION FOR CERTIFIED DEATH CERTIFICATES
OGLE COUNTY

Death records are not public records and are available only to those who have a personal or property right interest with the decedent. If you are not a relative of the deceased person, a letter or document from the office or agency that needs the death certificate must accompany the request.

Cost: \$12.00 each copy

Number of copies requested: _____

Full name of deceased: _____
First Middle Last

Date of death: _____

City and County where death occurred, if known:

Father's name of deceased: _____
First Middle Last

Mother's name of deceased: _____
First Maiden Name (prior to first marriage) Last

Any additional identifying information on deceased you may have, i.e.: date of birth, birth place, race, marital status, name of spouse or civil union partner, occupation, last known address, etc.:

Requested by: _____

Relationship to deceased: _____

Reason for requesting record: _____

Your current address: _____

Signature: _____

IMPORTANT: See reverse side for further instructions.

All requests require a legible copy of the applicant's current/valid photo ID. (If you do not have a current/valid photo ID you will need two pieces of documentation – see below.) If not provided, unreadable or expired, the request will be returned unprocessed.

Death records can be ordered by mail, fax, or in person; however, we can only mail the record to you or you can pick-up in person (cannot fax death certificates).

* If mailing, send to : Attn: City Clerk
 City of Rochelle
 P.O. Box 601
 Rochelle, IL 61068-0601

* Phone number to reach you should we have any questions:

_____ - _____

* Send check or money order made out to: City of Rochelle

* Or by E-pay (Online bill paying)

Note: All payments must be accompanied by a completed 'Application for Certified Death Certificates' and Proof of Identification.

If you do not have a valid photo ID, such as a driver's license or state issued photo identification (ID), we need two pieces of documentation with your name; one of which must show your current address to prove your identity. One piece of documentation can be a bill or other mail. The other piece of documentation must be one of the following items listed below:

- Medical/car insurance card
- Car registration paperwork
- Credit card statement
- Bank statement
- Paycheck stub with imprinted information
- Public assistance card
- Voter's registration card
- Active duty military ID with issued and expiration dates

Matricula Consular card issued after October 2006 is acceptable on its own. However, if issued prior to October 2006, we need one additional documentation showing current address as noted above. If you do not have any of the items listed above, please submit a copy of a current utility bill (electricity, cellular phone, water, etc) showing your name and your current address.

If your driver's license is expired and you have an extension sticker on the back, you must submit a copy of both sides.

If you have an expired driver's license that is no more than six months expired, we need one additional document showing your name and your current address.

Social Security cards are not acceptable.

Any questions, call the City Clerk at 815-561-2002.